

# Employee Post-Travel Disclosure of Travel Expenses

RECEIVED Stamp:  
SECRETARY OF THE SENATE  
PUBLIC RECORDS

**Post-Travel Filing Instructions:** Complete this form within 30 days of returning from travel. Submit all forms to the Office of Public Records in 232 Hart Building.

2018 OCT 22 PM 6:01

In compliance with Rule 35.2(a) and (c), I make the following disclosures with respect to travel expenses that have been or will be reimbursed/paid for me. I also certify that I have attached:

- ☒ The **original** *Employee Pre-Travel Authorization* (Form RE-1), **AND**  
☐ A **copy** of the *Private Sponsor Travel Certification Form* with all attachments (itinerary, invitee list, etc.)  
American Enterprise Institute

Private Sponsor(s) (list all):  
Sep. 19-22, 2018

Travel date(s):  
NA

Name of accompanying family member (if any):

Relationship to Traveler: ☐ Spouse ☐ Child

IF THE COST OF LODGING DID NOT INCREASE DUE TO THE ACCOMPANYING SPOUSE OR DEPENDENT CHILD, ONLY INCLUDE LODGING COSTS IN EMPLOYEE EXPENSES. (Attach additional pages if necessary.)

## Expenses for Employee:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input checked="" type="checkbox"/> Good Faith Estimate	\$30 - Uber to/from airport (good faith)	\$223 per night (3 nights)	\$400 (Meals provided g.f. estimate)	NA
<input checked="" type="checkbox"/> Actual Amount	\$355.60 - airline (actual)			

## Expenses for Accompanying Spouse or Dependent Child (if applicable):

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate				
<input type="checkbox"/> Actual Amount				

Provide a description of all meetings and events attended. See Senate Rule 35.2(c)(6). (Attach additional pages if necessary.): Policy discussion meetings with expert presenters filled the the evening of Sep. 19 and all day on Sep. 20-21. Return travel on the 22.

10/16/2018  
(Date)

Robert Axson  
(Printed name of traveler)

Robert Axson  
(Signature of traveler)

## TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER:

I have made a determination that the expenses set out above in connections with travel described in the *Employee Pre-Travel Authorization* form, are necessary transportation, lodging, and related expenses as defined in Rule 35.

10/16/18  
(Date)

Robert Axson  
(Signature of Supervising Senator/Officer)

**EMPLOYEE PRE-TRAVEL AUTHORIZATION**

**Pre-Travel Filing Instructions:** Complete and submit this form at least 30 days prior to the travel departure date to the **Select Committee on Ethics in SH-220**. Incomplete and late travel submissions will not be considered or approved. This form must be typed and is available as a fillable PDF on the Committee's website at [ethics.senate.gov](http://ethics.senate.gov). Retain a copy of your entire pre-travel submission for your required post-travel disclosure.

Robert Axson

Name of Traveler: \_\_\_\_\_

Office of Senator Mike Lee

Employing Office/Committee: \_\_\_\_\_

American Enterprise Institute

Private Sponsor(s) (list all): \_\_\_\_\_

Sep. 19 - 22, 2018

Travel date(s): \_\_\_\_\_

*Note: If you plan to extend the trip for any reason you must notify the Committee.*

Washington, D.C.

Destination(s): \_\_\_\_\_

Explain how this trip is specifically connected to the traveler's official or representational duties:

The AEI Leadership Network program nurtures the creation of collaborative solutions to local problems/challenges. By focusing on topics like the opioid crisis, paid family leave, cronyism, and economic opportunity, the conference will provide me resources and information to accomplish efforts the Senator has tasked me with. The inclusion of messaging and speaking training is helpful as I am tasked with representing the Senator in numerous speaking engagements. Senator Lee's Social Capitol Project--through the Joint Economic Committee--is actively engaged in the issues to be addressed at this event which will assist me in representing the Senator and the Senator's efforts in the state.

NA

Name of accompanying family member (if any): \_\_\_\_\_

Relationship to Employee: ☐ Spouse ☐ Child

I certify that the information contained in this form is true, complete and correct to the best of my knowledge:

September 10, 2018  
(Date)Robert Thomas Axson  
(Signature of Employee)

TO BE COMPLETED BY SUPERVISING SENATOR/OFFICER (President of the Senate, Secretary of the Senate, Sergeant at Arms, Secretary for the Majority, Secretary for the Minority, and Chaplain):

Senator Mike Lee

Robert Thomas Axson

I, \_\_\_\_\_ hereby authorize \_\_\_\_\_  
(Print Senator's/Officer's Name) (Print Traveler's Name)

an employee under my direct supervision, to accept payment or reimbursement for necessary transportation, lodging, and related expenses for travel to the event described above. I have determined that this travel is in connection with his or her duties as a Senate employee or an officeholder, and will not create the appearance that he or she is using public office for private gain.

I have also determined that the attendance of the employee's spouse or child is appropriate to assist in the representation of the Senate. (signify "yes" by checking box) ☐

September 10, 2018  
(Date)Robert Thomas Axson  
(Signature of Supervising Senator/Officer)



**Subject:** AEI's Leadership Network  
**Date:** Thursday, June 14, 2018 at 9:01:41 AM Mountain Daylight Time  
**From:** Kara McMahon  
**To:** Axson, Rob (Lee)  
**CC:** AEI Coalitions  
**Attachments:** image001.png, 2018 AEI LN Brochure.pdf, Spring 2018 LN Summit Agenda.pdf

Dear Robert,

I hope this finds you well. My name is Kara McMahon, and I work on the external affairs team at the American Enterprise Institute. Rick Larsen suggested that you may be interested in a program AEI offers to a select group of leaders in the business, non-profit, and public service sectors.

The AEI Leadership Network is an opportunity for mid-career executives to become involved in AEI's intellectual community. Members have the chance to network with a diverse group of leaders from around the country, participate in exclusive virtual and regional programming, and receive ongoing policy education in their areas of interest. Membership kicks off with a three-day, all-expenses-paid ideas summit in Washington, DC, with AEI's top policy experts. The next conference for incoming members will run from September 19–21, 2018. More information about the program can be found in the attached brochure and Spring 2018 summit agenda.

Rick joined the network in Spring 2018 and thought you would be interested in learning more about the program. If so, I'd be happy to connect over the phone to discuss it in more detail. We have a limited number of openings available, but if this sounds like it may be a fit, we would love to explore the possibility with you.

Please let me know if I can answer any questions, and I hope to hear from you soon.

All best,  
Kara



**Kara McMahon**  
External Affairs Associate  
P: 202.862.5948  
C: 202.578.0755  
[aei.org](http://aei.org)

**Subject:** Action Required: AEI Leadership Network Onboarding and Travel Instructions - Axson  
**Date:** Thursday, June 21, 2018 at 3:48:32 PM Mountain Daylight Time  
**From:** Kara McMahon  
**To:** Axson, Rob (Lee)  
**CC:** AEI Coalitions  
**Priority:** High  
**Attachments:** image001.png

Dear Rob,

You are confirmed to attend AEI's Leadership Network Summit from September 19–21, 2018, at our headquarters in Washington, DC. We are excited to have you as a part of this exclusive group of state leaders, and hope you find the policy resources and professional connections valuable for your work.

We need you to do the following by Friday, July 13:

1. Mark your calendar for September 19–21, 2018
2. Log on to the [AEI Leadership Network website](#) and follow these steps to register:
  - a. Click "Forgot Your Password?"
  - b. Enter your username: your email address, followed by "LN"  
Your username is: [rob\\_axson@lee.senate.gov](mailto:rob_axson@lee.senate.gov).  
Click "Continue"
  - c. You will receive an email prompting you to set up a new password. Be sure to check your spam filter.
  - d. Set a new password.
  - e. Return to the website homepage to log in.
  - f. Click on the "Onboarding Form" tab to submit your contact and biographical information (bios must be less than 250 words). Be sure to click "Save" when you have finished your updates
3. Send a high resolution headshot to our team at [AEICoalitions@aei.org](mailto:AEICoalitions@aei.org).
4. Book your travel (see instructions below).
5. Fill out the [travel form](#) on the [Leadership Network website](#). If you are having trouble accessing the website, please contact us at [AEICoalitions@aei.org](mailto:AEICoalitions@aei.org).

### Travel Instructions

The ideal flight arrival time is around 2:00 pm Eastern on Wednesday, September 19. We will have programming at AEI through Friday night, September 21, so your ideal flight departure is any time on Saturday, September 22.

AEI can reimburse your economy class, non-refundable airfare as well as your ground transportation costs to attend this summit—we will supply you with an expense reimbursement form at the event. If you make changes to your airfare, you will be responsible for any resulting change fees. We recommend that you fly into Reagan (DCA), Dulles (IAD), or Baltimore (BWI). The closest airport is DCA. You must save all of your receipts to receive a reimbursement.



We have arranged lodging for you in our room block at The Mayflower Hotel (1127 Connecticut Avenue NW, Washington, DC, 20036) near AEI's Dupont Circle headquarters on the evenings of September 19, 20, and 21. If you are not in need of lodging for the summit, or you have alternative lodging arrangements for certain nights, please let us know right away so we can adjust your reservation. You are of course welcome to extend your stay in DC for business or personal reasons, but AEI is unable to cover any additional room nights beyond the nights of the conference. You do not need to book your hotel room. We will handle that on our end.

We ask that you plan to arrive at AEI by 4:00 pm on September 19 for our opening reception. (Please let us know if you have a conflict arriving for the opening session that evening.) Programming at AEI will run through the evening on September 21. The agenda is outlined below. Meals will be provided at AEI and we will have scheduled breaks throughout the conference for you to keep up with the office and answer emails, make phone calls, etc.

*LN Summit Travel Form:* <https://aeileadershipnetwork.aei.org/LNTravelForm>

September 19: Summit Kickoff (4:00–8:00 pm)  
September 20: Policy Seminars and Discussions (8:00 am–8:30 pm)  
September 21: Policy Seminars and Discussions (8:00 am–8:30 pm)  
September 22: Departure from DC

If you have any questions, please do not hesitate to be in touch with our team at [AEICoalitions@aei.org](mailto:AEICoalitions@aei.org).

All best,

Kara McMahon and Rachel Ayerst Manfredi



**Kara McMahon**  
External Affairs Associate  
P: 202.862.5948  
C: 202.578.0755  
[aei.org](http://aei.org)

## PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should NOT submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee **MUST** also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

1. Sponsor(s) of the trip (please list all sponsors): American Enterprise Institute (AEI)
2. Description of the trip: AEI Leadership Network is an opportunity for mid-career professionals from the business, non-profit, and public service sectors to be involved with AEI's intellectual community.
3. Dates of travel: Conference: the early evening of 9/19/18 through the evening of 9/21/18
4. Place of travel: Washington, DC
5. Name and title of Senate invitees: Robert Axson, State Director, Office of U.S. Senator Mike Lee
6. I certify that the trip fits one of the following categories:
  - ☒ (A) The sponsor(s) are not registered lobbyists or agents of a foreign principal and do not retain or employ registered lobbyists or agents of a foreign principal and no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.
  - OR –
  - ☐ (B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (*see question 9*).
7. ☒ I certify that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.
  - AND –
  - ☒ I certify that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.
8. I certify that:
  - ☒ The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for *de minimis* lobbyist involvement.
  - AND –
  - ☒ The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (*see question 9*).



9. **USE ONLY IF YOU CHECKED QUESTION 6(B)**

I *certify* that if the sponsor or sponsors retain or employ one or more registered lobbyists or agents of a foreign principal, one of the following scenarios applies:

☐ (A) The trip is for attendance or participation in a one-day event (exclusive of travel time and one overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip.

– OR –

☐ (B) The trip is for attendance or participation in a one-day event (exclusive of travel time and two overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip (*see questions 6 and 10*).

– OR –

☐ (C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.

10. **USE ONLY IF YOU CHECKED QUESTION 9(B)**

If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:


11. ☐ An itinerary for the trip is attached to this form. I *certify* that the attached itinerary is a detailed (hour-by-hour), complete, and final itinerary for the trip.

12. Briefly describe the role of each sponsor in organizing and conducting the trip:

AEI is the sole sponsor for this trip and as such is responsible for all planning, content, and logistics for the summit.

13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:

AEI is a public policy think tank and the goal of this conference is to provide policy education to state and local leaders.

14. Briefly describe each sponsor's prior history of sponsoring congressional trips:

AEI has sponsored educational trips without regard to congressional participation that have included both members and congressional staff.

15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

AEI is a nonpartisan, nonprofit, 501(c)(3) educational organization that produces academic research on public policy. AEI also hosts public events and private conferences.

16. Total Expenses for Each Participant:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
<input checked="" type="checkbox"/> Good Faith estimate	\$200.00-\$600.00	\$223.00/night	\$575.00	N/A
<input type="checkbox"/> Actual Amounts				

17. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional participation or b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

The trip involves an event that is arranged or organized without regard to congressional participation.

18. Reason for selecting the location of the event or trip

The event is located inside the AEI building (1789 Massachusetts Ave. NW, Washington, DC, 20036), which can accommodate plenary and break-out conference sessions.

19. Name and location of hotel or other lodging facility:

The Mayflower Hotel, Autograph Collection (1127 Connecticut Ave. NW, Washington, DC, 20036)

20. Reason(s) for selecting hotel or other lodging facility:

Proximity to conference location and per diem room rates.



21. Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:

Over 3 days, our est. food & drink total is \$575, or \$192/day for all meals/drinks provided. This extends to all participants at the conference, & represents our in-house dining service's best rate. Our contracted hotel room rate is \$223/night. DC M&IE rate per diem is \$69, and DC lodging rate per diem is \$250.

22. Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:

AEI offers to reimburse the cost of coach airfare to non-local participants in the conference. Participants directly book their travel and can choose to submit a reimbursement form after the conference ends.

23. ☒ I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities, alcohol, or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).

24. List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:

There are no entertainment activities being provided at the summit.

25. I hereby *certify* that the information contained herein is true, complete and correct. (For trips involving more than one sponsor, you *must* include a completed signature page for each additional sponsor):

Signature of Travel Sponsor: Kara

Name and Title: Kara McMahon, External Affairs Associate

Name of Organization: American Enterprise Institute

Address: 1789 Massachusetts Avenue NW, Washington, DC, 20036

Telephone Number: 202.862.5800

Fax Number: 202.862.7177

E-mail Address: Kara.McMahon@aei.org